

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: OPERATIONS & TECHNOLOGY PROGRAM COORDINATOR		
		JOB VACANCY POSTING NO. <u>33-02</u>
		POSTING DATE: <u>12/19/02</u>
EMPLOYMENT STATUS: EDIC Employee		EXTERNAL DATE: <u>1/3/03</u>
		POSITION FILLED: _____
DEPT/DIV: BOSTON CONNECTS, INC.,		DATE: _____
		NAME: _____

SUMMARY: Under the direction of the Executive Director of Boston Connects, Inc., serve as the main contact for the Executive Director's office for Boston Connects Inc. for Board Members, City Officials and Community groups regarding Empowerment Zone activities; manage database needs and client reporting; coordinate the electronic outreach system; conduct data analyses and research. Develop job placement opportunities for EZ residents in Zone funded projects. Assist Executive Director in marketing and promoting the Zone and BCI programs.

Handle Executive Director's correspondence, research issues and where appropriate, refer correspondence to staff for resolution. Manage correspondence control system to ensure that all time and issue sensitive correspondence is answered promptly. Oversee office management and volunteers/interns. Serve as administrative liaison to Boston Connects, Inc. Board of Directors including preparation of Board minutes.

Assume primary responsibility for maintaining Boston Connects, Inc.'s databases on client information in conformance with the requirements of the U.S. Department of Housing and Urban Development's Performance Measurement System (PERMS). Work with the technical direction of BRA's Deputy Director for MIS and BRA MIS staff as assigned to expand the database, enabling it to become an active tool for continued outreach and modified case management.

Coordinate all elements of the electronic outreach system and oversee their integration into one interactive system with the goal of increasing the marketing, reporting and agency capacity-building elements of the Empowerment Zone Strategic Plan.

Conduct data analyses and research, in support of Empowerment Zone program initiatives. Oversee the update and maintenance of all constituent lists.

Proactively identify job placement opportunities and aggressively develop contacts for the placement of EZ residents in positions in development projects funded by the Zone. Industry sectors include: office, retail, construction, health, education and industrial.

Participate in a job referral network that includes public, private and community based posting of job openings and which provides feedback on the appropriateness of referrals and the success of referred candidates. Collaborate with the Career Centers, Jobs & Community Services and the Boston Private Industry Council, as well as with other job outlets, and maintain a close working relationship with all community based recruitment sources and with employment and training programs.

Represent Boston Connects, Inc. at meetings and participate in community outreach programs to make residents aware of BCI programs.

Develop and prepare materials for meetings and presentations and assist in marketing the Zone to the various interest groups.

Manage special projects as assigned by the Executive Director of BCI.

Perform other related duties as required.

QUALIFICATIONS:

Requires a Bachelor's Degree or equivalent plus three or more years related work experience in a Social/Human Services environment. Must be proficient with a variety of database/spreadsheet computer software programs, including MS Access and MS Excel. Must have knowledge of and ability to develop proficiency with design software including but not limited to MS PowerPoint, and Adobe PhotoShop. Excellent organizational and written communication skills are required. Strong inter-personal and research skills are a must.

GRADE: 18

HIRING RANGE: \$41,059.20-\$49,358.40

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-mail: hr.bra@ci.boston.MA Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

